

## ARTICLE 66-03

### CONTINUING EDUCATION

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66-03-01 Continuing Education

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**66-03-01-01. Continuing education.** Every psychologist, industrial-organizational psychologist, applied behavior analyst, and registered applied behavior analyst shall complete continuing education credits relevant to the practice of psychology, industrial-organizational psychology, or applied behavior analysis. Reporting cycles are two years, commencing with November first of the year in which the licensee or registrant obtained a North Dakota license or registration, except that individuals licensed prior to January 1, 1992, have reporting cycles which began on November 1, 1992.

**History:** Effective February 1, 1995; amended effective April 1, 2007; July 1, 2012.

**General Authority:** NDCC 43-32-08

**Law Implemented:** NDCC 43-32-08.1, 43-32-08.2

**66-03-01-02. Continuing education reports.** Application for continuing education credits must be made on the form provided by the board and must include evidence of completion of at least forty credits of continuing education completed over the two-year period. The application must be submitted to the board no later than November fifteenth following the completion of the two-year reporting cycle.

**History:** Effective February 1, 1995; amended effective April 1, 2007.

**General Authority:** NDCC 43-32-08

**Law Implemented:** NDCC 43-32-08.1, 43-32-08.2

**66-03-01-03. Board approval.** Any continuing education program relevant to psychology, industrial-organizational psychology, or applied behavior analysis and to be applied as continuing education credits is subject to board approval, except continuing education programs sponsored or approved by the American psychological association, the Canadian psychological association, the North Dakota psychological association, other state or provincial psychological

associations, or any other scientific or professional organization whose continuing education program is clearly relevant to the practice of psychology. Other programs may be approved at any time by the board by submission of an application by the sponsoring organization or an individual and payment of a twenty-five dollar fee.

**History:** Effective February 1, 1995; amended effective September 1, 2000; April 1, 2007; July 1, 2012.

**General Authority:** NDCC 43-32-08

**Law Implemented:** NDCC 43-32-08.1

**66-03-01-04. Categories of continuing education programs and credits.**

A minimum of three continuing education credits per reporting cycle must be in the area of professional ethics, law, or jurisprudence. Effective for the reporting cycle beginning November 1, 2012, and subsequent reporting cycles, a minimum of three continuing education credits per reporting cycle must be in the area of supervision for licensees supervising psychology residents or registered applied behavior analysts. The board recognizes the following categories of continuing education programs or activities and established credit hours:

1. Formal continuing education programs that may consist of courses, workshops, professional psychology conventions or conferences, or institutes. The number of continuing education credits assigned by an association recognized by the board will be accepted. Otherwise the credits will be one credit per clock-hour.
2. Regularly scheduled postgraduate courses offered by an accredited college or university which are relevant to the practice of psychology, industrial-organizational psychology, or applied behavior analysis. One quarter hour of academic credit constitutes ten continuing education credits. One semester hour of academic credit constitutes fifteen continuing education credits.
3. Writing or speaking, including a paper or other presentation at a formal professional meeting, a paper published in a professional journal, or a book or an original chapter in an edited book in the area of psychology or a related field. Credit will be granted for the year of publication or presentation in the case of a paper. Continuing education credits will be granted at the rate of five for each paper or presentation, fifteen for each chapter in a book, fifteen for editing a book, and twenty for the publication of a book. Continuing education credits will be granted only once for any given paper or presentation.
4. Correspondence or online courses, tapes, or independent readings approved by the board or by one of the associations recognized by the board which include an examination component successfully completed by the licensee or registrant. A maximum of twenty

continuing education credits per reporting cycle will be granted for continuing education programs in this category.

**History:** Effective February 1, 1995; amended effective September 1, 2000; April 1, 2007; July 1, 2012.

**General Authority:** NDCC 43-32-08

**Law Implemented:** NDCC 43-32-08.1

**66-03-01-05. Verification of continuing education credits and programs.**

1. At the end of the two-year reporting cycle, each licensee or registrant shall submit a signed statement on a form provided by the board attesting to satisfaction of the continuing education requirement. The licensee or registrant shall list the activities submitted for continuing education credit and the amount of credit claimed for each one.
2. The licensee or registrant may not submit the specific verification of each continuing education experience claimed, but must maintain a file of such verification documentation for two years following the submission of the reporting form.
3. At each reporting period, the board will select a random sample of approximately ten percent of the licensees and registrants and require them to provide verification of the continuing education experiences claimed on the reporting form.

**History:** Effective February 1, 1995; amended effective April 1, 2007; July 1, 2012.

**General Authority:** NDCC 43-32-08

**Law Implemented:** NDCC 43-32-08.1, 43-32-08.2

**66-03-01-06. Failure to comply with the continuing education requirement.** If a licensee or registrant does not satisfy the number of credits required for a two-year cycle, the board may exercise the following options:

1. Extension of time to complete the requirement. A licensee or registrant may request an extension of time because of illness or serious extenuating circumstances amounting to good cause. The approval of an extension and the amount of time granted to complete the requirements are at the sole discretion of the board. In such cases the licensee will be required to continue to fulfill the continuing education requirement for the next two-year cycle as well.
2. Refuse to renew a license or registration. A license or registration that is not renewed because of failure to meet the continuing education requirements will be renewed if, within one year from the date of nonrenewal, the licensee or registrant demonstrates to the secretary of

the board the continuing education requirements have been satisfied and pays the renewal fee and a late fee of twenty dollars.

**History:** Effective February 1, 1995; amended effective September 1, 2000; April 1, 2007; July 1, 2012.

**General Authority:** NDCC 43-32-08

**Law Implemented:** NDCC 43-32-08.1, 43-32-08.2

**66-03-01-07. Agencies and individual licensure exemptions.** Repealed effective September 1, 2000.